

Executive Director Kentucky Dairy Development Council

Job Description

Purpose:

The primary role of the Executive Director (ED) will be to promote, represent, and further enhance the Kentucky dairy industry for the profitability of the dairy producer. This person should be the “voice” of the dairy industry in Kentucky.

Supervision:

The ED will report to the Board of Directors of Kentucky Dairy Development Council (KDDC)

The ED shall have charge of the general business operations of KDDC. This person will supervise all part time, full time and contract personnel as deemed necessary by the Board of Directors to accomplish the goals of KDDC.

Skills and Qualifications Needed:

- I. Managerial
 - A. Administrative experience preparing and evaluating financial statements
 - B. Ability to recruit, coordinate, and motivate volunteers
 - C. Ability to hire, train, and manage employees.
- II. General skills and experience
 - A. College degree or equivalent experience
 - B. Strong communication, training, and interpersonal skills
 - C. Working knowledge of computer technology
 - D. Ability to work effectively in an unsupervised environment
 - E. Willingness to travel

Major Functions:

- I. Administration
 - A. Direct the daily administrative activities of KDDC.
 - B. Report activities to the Board of Directors at regular meetings.
 - C. Maintain a record of financial activities and report budget variances to the Board of Directors.
 - D. Supervise employees, contract employees and volunteers of KDDC.
 - E. Enhance communication among members, possibly via electronic newsletters or timely written communications.
 - F. Recruit new members.
 - G. Secure funding, both long-term and short-term, for continuation of KDDC.
 - H. Assist the president and all committees in preparing for and conducting meetings.
 - I. Prepare an annual plan of activities and a budget for approval by the Board of Directors.
- II. Activities
 - A. Finish developing and implementing the Dairy Comprehensive Plan for Kentucky.

- B. Seek input from membership of KDDC concerning their needs.
Coordinate educational and training programs and activities to assist in meeting these needs.
- C. Represent KDDC in legislative and government activities consistent with KDDC policy.
- D. The ED will coordinate news releases or publicity concerning the dairy industry as the need arises.
- E. Represent KDDC and encourage cooperation with allied groups regarding items of mutual concern.
- F. Monitor KDDC programs for effectiveness and quality.
- G. Assist in public education and promotion.